



County of Los Angeles CHIEF EXECUTIVE OFFICE

Kenneth Hahn Hall of Administration
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WILLIAM T FUJIOKA
Chief Executive Officer

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March 10, 2009

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, CA 90012

Dear Supervisors:

**TERMINATE FOR CONVENIENCE
ONE CONTRACT FOR THE DEPARTMENT OF BEACHES AND HARBORS
AND FOUR CONTRACTS FOR THE PUBLIC LIBRARY
CONTRACT NOS. 76206, 76125, 76127, 76128, 76129
(ALL SUPERVISORIAL DISTRICTS)
(3 VOTES)**

SUBJECT

The recommended actions will terminate for convenience five (5) contracts previously awarded by the Board of Supervisors to Grace Building Maintenance Co., Inc., including one (1) contract for janitorial services at public and administrative facilities of the Department of Beaches and Harbors, two (2) contracts for custodial services at County libraries, and two (2) contracts for landscape and grounds maintenance services at County libraries and the Public Library Headquarters facility.

WITH CONCURRENCE OF THE DIRECTOR OF BEACHES AND HARBORS AND THE COUNTY LIBRARIAN, IT IS RECOMMENDED THAT YOUR BOARD:

1. Terminate for convenience Contract No. 76206 with Grace Building Maintenance Co., Inc., for janitorial services at public and administrative facilities in Marina del Rey, Dockweiler Beach and Redondo Beach, effective ten (10) days from Board of Supervisors approval.

"To Enrich Lives Through Effective And Caring Service"

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Intra-County Correspondence Sent Electronically Only*

2. Terminate for convenience Contract No. 76127 with Grace Building Maintenance Co., Inc., for custodial services at ten (10) County libraries as detailed in Attachment A, effective ten (10) days from Board of Supervisors approval.
3. Terminate for convenience Contract No. 76129 with Grace Building Maintenance Co., Inc., for custodial services at seventeen (17) County libraries as detailed in Attachment B, effective ten (10) days from Board of Supervisors approval.
4. Terminate for convenience Contract No. 76125 with Grace Building Maintenance Co., Inc., for landscape and grounds maintenance services at nine (9) County libraries as detailed in Attachment C, effective ten (10) days from Board of Supervisors approval.
5. Terminate for convenience Contract No. 76128 with Grace Building Maintenance Co., Inc., for landscape and grounds maintenance services at the Public Library Headquarters facility, effective ten (10) days from Board of Supervisors approval.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

The Department of Beaches and Harbors and the Public Library have determined that it is in the best interest of the County to terminate the five (5) contracts with Grace Building Maintenance Co., Inc. (Contractor) for convenience and begin the solicitation process to secure other contractors.

Department of Beaches and Harbors' Contract

On June 19, 2007, your Board awarded the Contractor a three-year contract (No. 76206) with two (2) one-year extension options at an annual cost not to exceed \$115,504. Subsequently, within the Director of Beaches and Harbors' delegated authority, the annual contract cost was increased by 20 percent to \$138,605 to cover additional services needed.

Public Library's Contracts

On June 5, 2007, your Board approved two (2) contracts with Contractor for custodial services. The first contract (No. 76127) was for a period of three and one-half years with options to extend the contract for up to two (2) one-year extensions and six month-to-month extensions at an annual cost of \$218,652. This agreement was later amended to add services at one more library which increased the annual contract sum to

\$236,436. The second contract (No. 76129) was for a period of three years with options to extend the contract for up to two (2) one-year extensions and six month-to-month extensions at an annual cost of \$280,176. This agreement was later amended to change the scope of work which resulted in the reduction of the annual contract sum to \$279,880.

On June 5, 2007, your Board approved two (2) contracts with Contractor for landscape and grounds maintenance services. The first contract (No. 76125) was for a period of three years with options to extend the contract for up to two (2) one-year extensions and six month-to-month extensions at an annual cost of \$35,232. The second contract (No. 76128) was for a period of four years with options to extend the contract for up to two (2) one-year extensions and six month-to-month extensions at an annual cost of \$11,652. This agreement was later amended to change the scope of work which increased the annual contract sum to \$18,852.

Interim custodial and landscape and grounds maintenance services at the County libraries and the Public Library Headquarters facility will be provided by Public Library staff and other contractors who currently provide custodial and landscape and grounds maintenance services to the Public Library. The County Librarian is authorized to increase or decrease the number of facilities or days of service at any of the County libraries over the term of their agreements with the County.

Implementation of Strategic Plan Goals

These actions are consistent with the advancement of the County's Strategic Plan Goals of Service Excellence (Goal 1) and Fiscal Responsibility (Goal 4) as they enable the Departments to secure new contractors to provide quality services to the public at a cost that will be lower than the County's cost.

FISCAL IMPACT/FINANCING

The cost to re-solicit the services for both Departments will be minimal. The actual cost of the contracts will be known when the bids are received.

Interim janitorial services at public and administrative facilities in Marina del Rey will be provided by the Internal Services Department (ISD) on a month-to-month basis under its contracting authority. The monthly cost for these services is \$15,430. The Department of Beaches and Harbors staff will service administrative facilities at Dockweiler Beach and Redondo Beach locations within existing budgetary resources.

The Public Library has requested, from its other contractors who are providing similar services, an estimate of the cost for providing the interim services on a month-to-month basis not to exceed 12 months. Pursuant to the delegated authority granted to the County Librarian on June 5, 2007, by your Board, the Library will amend any current contracts, as necessary, to provide the interim services. This period will allow sufficient time for the Department to re-solicit for new contracts. While the Public Library does not have the estimates at this time, it is not anticipated that the annual costs will be significantly different from the agreements with Grace Building Maintenance Co., Inc.

Operating Budget Impact

There will be an additional impact of approximately \$3,900 monthly on the operating budget for the Department of Beaches and Harbors, which will be paid from existing funds included in Beaches and Harbors' operating budget.

Any additional costs for providing the interim services to the Public Library will be paid from existing funds included in the Public Library's operating budget.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

Funds owed to the Contractor for work performed before contract termination will be disbursed to the Contractor for substantiated charges invoiced by the Contractor.

The ten (10) day termination notices will be mailed to the Contractor upon your Board's approval of the recommended actions.

All documents related to these terminations have been approved as to form by County Counsel.

Beaches and Harbors Contract

Section 3.18 of the contract with the Department of Beaches and Harbors provides that the County may terminate the contract for convenience if it is deemed that such action is in the County's best interest upon giving the Contractor a ten (10) day advanced notice.

A courtesy notice was mailed to the Contractor by the Department of Beaches and Harbors on March 3, 2009, advising of its intent to request Board approval for the termination of the contract and the March 10, 2009 date of the meeting at which the Board will consider the proposed termination.

Public Library Contracts

Each of the contracts with the Public Library provide that the County may terminate the contract for convenience if it is deemed that such action is in the County's best interest upon giving the Contractor a ten (10) day advanced notice.

ENVIRONMENTAL DOCUMENTATION

These actions are not subject to the California Environmental Quality Act (CEQA), because they do not constitute a project according to Section 15378 of CEQA.

IMPACT ON CURRENT SERVICES

It is anticipated that there will be minimal impact on current services for both Departments. Interim janitorial services for the Department of Beaches and Harbors will be provided by ISD and Department of Beaches and Harbors staff. Interim custodial and landscape and grounds maintenance services for the Public Library will be provided by Public Library staff and other existing contractors who are providing similar services to the Public Library.

CONCLUSION

Please return three (3) adopted copies of this letter to both the Department of Beaches and Harbors and the Public Library.

Respectfully submitted,



WILLIAM T FUJIOKA
Chief Executive Officer

WTF:LS
SHK:MDT:os

Attachments (3)

c: County Counsel
Auditor-Controller

COUNTY OF LOS ANGELES PUBLIC LIBRARY

Custodial Services – Area 1
Contract No. 76127

First District

None

Second District

None

Third District

Agoura Hills Library
Malibu Library

Fourth District

None

Fifth District

Canyon Country Library
Castaic Library
Lake Los Angeles Library
Lancaster Library
Littlerock Library
Newhall Library
Quartz Hill Library
Valencia Library

ATTACHMENT B

COUNTY OF LOS ANGELES PUBLIC LIBRARY

**Custodial Services – Area 5
Contract No. 76129**

First District

Hollydale Library
Leland R. Weaver Library
Los Nietos Library
Pico Rivera Library
Rivera Library
Sorensen Library

Second District

Lynwood Library

Third District

None

Fourth District

Alondra Library
Angelo Iacaboni Library
Artesia Library
Clifton Brakensiek Library
George Nye Jr. Library
Hawaiian Gardens Library
La Mirada Library
Norwalk Library
Paramount Library
South Whittier Library

Fifth District

None

ATTACHMENT C

COUNTY OF LOS ANGELES PUBLIC LIBRARY

**Landscape and Grounds Maintenance Services – Area 8
Contract No. 76125**

First District

Baldwin Park Library
La Puente Library
Sunkist Library

Second District

None

Third District

None

Fourth District

Diamond Bar Library
Hacienda Heights Library
Rowland Heights Library

Fifth District

Duarte Library
San Dimas Library
Walnut Library